



YOU ARE SUMMONED TO ATTEND THE MEETING OF
THE **FINANCE & HR COMMITTEE**
ON **WEDNESDAY 17TH APRIL 2019** IN THE **GIBSON SUITE** AT
THE KINGS HILL COMMUNITY CENTRE

Members of the Public and Press are welcome to attend

Signed: *Julie Miller* Date of 11th April 2019
Clerk and Proper Officer Issue:

Members: Cllr R Ayling, Cllr S Barker, Cllr S Beal, Cllr R Cassidy, Cllr A Petty
Substitutes: Cllr D Waller

Please note that the proceedings of this meeting may be recorded in line with regulations set out in the Openness of Local Government Bodies Regulations 2014. A copy of Kings Hill Parish Council's procedure for the recording of meetings is available by request. Members of the public addressing the Council but not wishing to be recorded should put this request to the Clerk at the earliest opportunity.

Agenda

- 1. To receive and accept Apologies for Absence**
- 2. To receive Declarations of Interest**
- 3. Minutes** – to receive and approve for signature the minutes of the meeting held on 20th February 2019. (Pages 1-4)
- 4. Chairman's Announcements** – to receive announcements
- 5. Public Session and to consider any Issues Raised by Residents for discussion**

Finance & Governance

- 6. Grant Funding**
To consider grant funding for TMBC Y2Crew Scheme for 2019 (Pages 5-6)
- 7. Financial Matters**
 - 7.1. To receive draft financial reports and monitor each committee's performance against budget and report significant variances to full council with recommendations for appropriate action – March 2019 (Pages 7 - 16)
 - 7.2. To approve the reserves allocation for recommendation to full council. (Page 17)
 - 7.3. Verification of bank reconciliation – February 2019 and March 2019.
The chairman and RFO will review the bank statements and reconciliation statement for signature.
 - 7.4. To note date of annual audit – 29th April 2019.
 - 7.5. To note year end close down on RBS Omega - 17th April 2019.
- 8. Governance Matters**
 - 8.1. To consider annual review of financial regulations for recommendation to full council. (This was circulated to councillors prior to the meeting.)
 - 9.2. To consider terms of reference for recommendation to full council (Pages 19-24)
 - 9.4. To note investment policy investigation is underway

Human Resources and Other Confidential Matters

Pursuant to section 1(2) of the Public Bodies (Admission to Meetings Act) 1960, because of the confidential nature of the business to be transacted, the public and the press will be asked to leave the meeting during consideration of items 11 - 13

9. Councillor Induction and Training

- 9.1. To consider induction requirements of new councillors (Pages 25-30)
- 9.2. To review councillor training course attendance

10. Human Resource Administration (Pages 31-32)

- 10.1. To note starters and leavers since previous committee meeting.
- 10.2. To note training sessions attended since last committee meeting.
- 10.3. To note correspondence.
- 10.4. To note staff performance update.
- 10.5. To note update on quotes for cleaning.

11. Annual Appraisals

- 11.1. To note staff annual appraisals carried out, the clerk appraisal date is pending.

The meeting will be re-opened to the public

12. To report external meetings with representatives of the Finance & HR Committee

There were none.

13. To report Correspondence and matters for information – see appendix 1

14. To note future meeting date - TBC

15. Questions from Committee Members and future agenda items

Appendix 1

To report Correspondence and matters for information

- 1. 20/03/2019 – Letter from Santander regarding bank account.
- 2. 20/03/2019 – Letter from Santander regarding bank account.
- 3. 27/03/2019 – Email from KALC regarding Grant Application Course.
- 4. 28/03/2019 – Annual Governance and Accountability Return 2018/19
- 5. 31/03/2019 – PWLB Balance Statement